

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/13/16

CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PRODUCTION MGR SCDC POSITION #: 019093

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0600 AM - 0400 PM

LOCATION: KERSHAW CORRECTIONAL INSTITUTION, KERSHAW (LANCASTER) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35

PAY BAND/LEVEL: 05 E

BAND: 05 SALARY RANGE \$ 032838 - \$ 060760 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 038422 - \$ 042999 SCEIS POSITION #: 61021517

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). TWO (2) YEARS RELATED EXPERIENCE IN THE AREA OF INDUSTRIAL SPECIALITY TO INCLUDE ONE (1) YEAR SUPERVISORY EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, DIRECTS THE BUSINESS MANAGEMENT ACTIVITIES OF A PRISON ENHANCEMENT INDUSTRY (PIE) PROGRAM FOR A POTENTIAL MULTI-SHIFT OPERATION AT KERSHAW CORRECTIONAL INSTITUTION. SUPERVISES THE MANUFACTURING OF GOODS WHILE SUPERVISING & TEACHING INMATES SKILLS THAT CAN BE UTILIZED UPON THEIR RELEASE. SELECTS, TRAINS, AND EVALUATES INMATE WORKERS. MAINTAIN AN EFFECTIVE QUALITY CONTROL PROGRAM AND MEET OSHA REQUIREMENTS. PERFORMS ADMINISTRATIVE FUNCTIONS TO INCLUDE BI-WEEKLY PAYROLL FRO 40+ WORKERS, MAINTAINING COST INFORMATION, PROPER INVENTORY CONTROL, REQUISITIONING, AND MAINTAIN ACCURATE PRODUCTION REPORTS.

SCHEDULE SUBJECT TO CHANGED TO MEET THE DEMAND OF THE INDUSTRY.

SUBMIT A RESUME WHEN APPLYING FOR THIS POSITION.

COMMENTS:

UNTIL FILLED